

JCU Job Ready

Steps to Employment Success

For more ideas visit jcu.edu.au/careers

➤ Explore career options

Research future career opportunities and graduate job vacancies to broaden your horizons and develop your career goals. Review and fine-tune your goals as you progress through your studies.

➤ Get involved

Get to know your lecturers, tutors and fellow students as they are valuable contacts now and in the future. Participate in extra-curricular activities and events as employers look for well-rounded applicants.

➤ Identify employer expectations

Talk to employers and scan relevant job vacancies to identify the skills, knowledge, and experience required. Fill any gaps you identify and further expand your strengths.

➤ Create a professional online presence

Establish a LinkedIn profile and regularly update it with the knowledge, skills, and experiences you are gaining.

➤ Prepare early in final year

Develop a job search plan and devote time to it. Identify employers, positions of interest and their recruitment practices and deadlines. Reconnect with your networks and seek their professional advice.

➤ Apply for graduate programs

Check graduate employment programs offered by the government and large employers. Students are recruited as early as March in their final year of study for employment the following year.

➤ Attend industry events

Learn about job opportunities, organisations of interest, and future career paths. Network to develop industry contacts and find out what employers are looking for. Attend every year.

➤ Volunteer in a career-relevant field

Develop work skills, gain experience, and create networks and referees for future job applications. Demonstrate your values and the causes you care about.

➤ Gain career relevant experience

Apply for placements, internships, cadetships, vacation programs, or other career relevant work. Gain career experience and skills and demonstrate your talent and potential.

➤ Build your networks

Seize all opportunities to meet employers on or off campus, in person, or online. Employers get to know you and you get to hear of opportunities – it's a win-win situation.

➤ Follow employers' social media

Grow your understanding of their company culture and priorities. Employers use social media to promote job opportunities and connect with future staff.

➤ Explore innovative graduate opportunities

Investigate startups and network with the entrepreneurial community – attend meetups, startup weekends and hackathons. Many employers seek innovative, forward thinkers.

➤ Gain workplace experience

Undertake work – it provides evidence of your ability to follow workplace policies and procedures, and will develop transferrable skills, such as communication and teamwork.

➤ Aim for academic success

To succeed, devote time to your studies and make the most of resources and support available. Good results demonstrate competency, commitment and a strong work ethic.

➤ Investigate relevant professional associations

Consider student membership options. Many associations offer networking, professional development, mentoring, and useful career resources.

➤ Study overseas

Gain international experience, knowledge, skills, and the disposition to succeed in a global workforce. Build your cross-cultural communication skills and cultural sensitivity.

➤ Undertake professional development

Attend industry events and complete online courses to gain extra skills and knowledge to increase your competitiveness and address any gaps identified through your job search.

➤ Know your value to potential employers

Develop a short pitch summarising your relevant strengths. Reflect on your skills, experiences, values, and preferences. Be ready to talk confidently about them.

➤ Connect with JCU Careers and Employability

Discover how we can support you with your career planning and job search. Check out our website and like JCU Careers on Facebook and Instagram.

➤ Gain leadership experience

Explore volunteer and paid leadership opportunities within and outside university. Leadership experience can set you apart from other job applicants.

➤ Take up the challenge

Develop teamwork, problem solving, and project management skills through student competitions and challenges. Demonstrate initiative and creativity that will impress employers.

➤ Fine-tune your application skills

Access our degree relevant resume templates and appointment service for coaching and feedback.

➤ Polish your interview skills

Shine in your interviews. Use JCU's Big Interview program for online training and practice. Review interview questions for your industry and how to best answer them.

➤ Pull it all together

Have your LinkedIn, resume and cover letter checked to ensure they effectively market you. Check your referees are current and prepared to receive enquiries. Ensure your digital footprint is professional.

First Year

Middle Years

Final Year